

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List D - Status of Personnel Cases in Process in Preliminary Review				2. TYPE OF REPORT STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL	
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month	
7. FORMAT (memorandum, form computer print-out, etc.) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement)	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
PUNCHED CARDS	NUMBER	COST EACH			
	389	.05	19.45	12	350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
2 (Single Copy)	.05	.10	24	2.40
8 (Multicopy)	.03	.24	24	5.76
				8.16
TOTAL COSTS PER YEAR				\$358.26

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Personnel Cases pending in Preliminary Review, and the date each case was opened for preliminary review. List used to validate manual records which are, in turn, used to validate the List. Cumulative total is a report item in Branch monthly report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 1 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070123-4	18. EXTENSION
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SECRET